CABINET FOR HUMAN RESOURCES
COMMONWEALTH OF KENTUCKY
FRANKFORT 40621

DEPARTMENT FOR SOCIAL INSURANCE
"An Equal Opportunity Employer M/F/H"

KASES Network Memo No. 9

TO: Staff, Division of Child Support Enforcement
           All IV-D Agents

FROM: Maxine Smucker, Director
           Division of Child Support Enforcement

DATE: July 7, 1992

SUBJECT: Notification by Caseworkers to Posting Staff of
           Withhold and Deliver Collections and Bond Collections

Collections received from the withhold and deliver process and
from cashed bonds must be identified by payment type on the
Kentucky Automated Support and Enforcement System (KASES). WTHD
identifies withhold and deliver collections. BOND identifies
bond collections.

On KASES, payment types are input by the posting staff. Payment
instructions must be entered by area caseworkers to help posting
staff identify collections received from the withhold and deliver
process and from cashed bonds. Payment instructions must also be
entered by the contracting official's staff to help posting staff
identify collections received from a cashed bond. The cashed
bond must have been issued to secure payment of arrearages.
Bonds issued and cashed for any other reason must not be entered
on KASES. For example, bonds issued to keep an absent parent out
of jail must not be entered on KASES.

When an Order to Deliver (Form CS-83) is issued or a bond is sent
to Office of the Counsel (OC) to be cashed, payment instructions
are entered at the same time by the area office caseworker.

When a bond is cashed in the contracting official's office,
payment instructions are entered at the same time by the
contracting official caseworker.

The date the bond is cashed is also entered by either the OC
caseworker or the contracting official caseworker on the Update
Bond Record screen.

To enter payment instructions, Option 02, Enter Payment
Instructions, from the Financial Management Menu is accessed by
the caseworker. The absent parent's MPI number is input and the
Create Payment Instructions screen appears. Payment instructions
are then entered on this screen. The instructions inform posting
staff to expect a payment from a CS-83 or a bond, the IV-D number
to which the payment is to be posted, the date the CS-83 was
issued, or the date the bond was cashed or sent to OC, and the